

Professional Standards Rule

November, 2015

Child & Adult Nutrition Services



south dakota
DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

Why does School Nutrition have Professional Standard Requirements?

- To ensure that State and local school nutrition program personnel in the National School Lunch and School Breakfast Programs have the knowledge and skills to manage and operate the programs correctly and successfully.
- As you know, it takes more than great cooking skills to run the School Nutrition Programs!

State Agency Director Requirements

- Hiring Requirements for:
 - State agency directors of school nutrition programs
 - State agency directors of distributing agencies (USDA Foods)
- Must provide 18 hours of school nutrition program training each year.

Annual Training Requirements

	SY 15-16	Starting SY 16-17
Directors	8 hours	12 hours
Managers	6 hours	10 hours
Other Staff	4 hours	6 hours
PT Staff (<20hr/wk)	4 hours	4 hours

School Nutrition Program Directors must have 8-hours of food safety training **every five years**.

Position Definitions

- **School Nutrition Program Directors**
 - individuals **directly responsible for the management of the day-to-day operations** of school food service for all participating schools under the jurisdiction of the school food authority
- **School Nutrition Program Managers**
 - individuals **directly responsible for the management of the day-to-day operations** of school food service for a participating school(s)

Shared Roles

- If the school nutrition program (SNP) director role is shared between multiple people (Business Manager, Administrative Assistant, Principal, etc.):
 - The individual that **plans, administers, implements, monitors, and evaluates** all aspects of the SNP is considered the school nutrition program director.
 - Program director duties: sanitation, food safety, employee safety, nutrition and menu planning, food production, procurement/purchasing, financial mgt & recordkeeping, program accountability, and more
- Only the person who performs the majority of the SNP duties must meet the training standards for program directors.

Position Definitions

- **School Nutrition Program Staff**
 - individuals, **without managerial responsibilities, involved in the day-to-day operations** of school food service for a participating school(s)
- This can include:
 - Cooks and All Foodservice Staff
 - Cashiers
 - Dishwashers
 - Others involved in prep and service of school meals
 - Staff involved in eligibility determinations
 - Staff involved in meal counting and claiming
 - Support staff that have an impact on food safety

Other Staff that *May* Fall Under the Professional Standards Requirements

- Janitors
 - If they help prepare food or serve food
- Food Delivery Drivers
 - If they monitor refrigeration, food temps, inventory/delivery sheets

Exempt Staff

- **Volunteers** are not required to follow professional standard requirements, unless they have greater responsibility in SNP operations
- **Staff that provide support** but not involved in the operation of the SNP, like a custodian is not required

Exempt Staff, continued

- **Office staff** that help process free and reduced-price meal applications or provide other SNP support **for a short time**.
 - If these staff help throughout the school year the staff are required to follow professional standards.
- **Temporary, Substitute, Acting**: If these positions are for a very limited time they are exempt. If these positions run for a long time during the school year, they must comply with the requirements

Key Learning Areas

- All training must fit into these categories:
 - Nutrition
 - Operations
 - Administration
 - Communications & Marketing
- Training should focus on day-to-day management and operation of SNP
- Training must be job-specific and intended to help employees perform their duties well

Training that Does Not Count

- Security procedures
- Building operations
- Motivational speaker lectures
- Board meetings or other types of meetings
- Advocacy discussions
- SNA or ACDA leadership

Excess Training Hours

- Annual training that exceeds your requirement can be carried over to an immediately previous or subsequent school year.

- For Example:

- FS Director Bob took 15 hours of training in SY15-16

	SY15-16	SY15-16 Carryover Training	SY16-17
Required	8		12
Director Bob	15	7	5

- FS Director Bob only needs 5 more hours of training in SY16-17

How to obtain training hours?

- In Person Trainings, Conferences, Classes
 - Who can provide training to staff?
 - SNP Directors, Managers, Registered Dietitians, Nurses, School Nutrition Staff, CANS, SNA, etc.
- Webinar: Live or Pre-recorded
 - USDA Professional Standards webpage - <http://professionalstandards.nal.usda.gov/>
 - Institute of Child Nutrition - www.theicn.org
 - CANS Webpage - <http://doe.sd.gov/cans>
 - School Nutrition Association - <https://schoolnutrition.org>
- Check in with CANS conference calls

What do I need for documentation?

- Upon completing training, School Food Authorities must track:
 - Employee name
 - Date of training
 - Length of training
 - Training Topic Area
 - Number of training hours completed

How do I track my training?

- How to track is up to each School Nutrition Director to decide what method works best.
- Suggestions include:
 - SD Training Tracker (Excel spreadsheet)
 - USDA Training Tracker (Access database)
 - Notebook with a File Folder to keep Certificates, Agendas, Handouts, etc.
- Records must be maintained by each SFA and made available to the State agency.

Hiring Requirements

- New directors hired on or after July 1, 2015 are subject to the new education requirements.
- Existing directors will be grandfathered in their current positions as well as in the Student Enrollment category where they currently are working.
- Hiring requirements are broken down based on student enrollment

Hiring Requirements – 2,499 or less

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas;*

OR

- Bachelor's degree in any academic major and state-recognized certificate for school nutrition directors;

OR

- Associate's degree or equivalent educational experience, with academic major in specific areas,* and at least one year of relevant school nutrition program experience;

***Specific majors/areas of concentration:** Food & nutrition, food service management, dietetics, family & consumer sciences, nutrition education, culinary arts, business, or a related field.

Hiring Requirements – 2,499 or less – continued

OR

- High school diploma (or GED) and at least three years of relevant experience in school nutrition programs.

(LEAs with less than 500 students; state agency may approve a candidate that meets the educational standards but has less than three years of experience.)

Hiring Requirements – 2,500 – 9,999

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas;*

OR

- Associate's degree or equivalent educational experience, with academic major in specific areas, *and at least two years of relevant school nutrition program experience.

***Specific majors/areas of concentration:** Food & nutrition, food service management, dietetics, family & consumer sciences, nutrition education, culinary arts, business, or a related field.

To be continued on the following slide.

Hiring Requirements – 2,500-9,999 – continued

OR

- Bachelor's degree in any academic major and at least two years of relevant school nutrition program experience;

OR

- Bachelor's degree in any academic major and state-recognized certificate for school nutrition directors

Hiring Requirements – 10,000 or more

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas;*

OR

- Bachelor's degree in any academic major and state-recognized certificate for school nutrition directors;

OR

- Bachelor's degree in any academic major and at least five years of experience in management of school nutrition programs.

***Specific majors/areas of concentration:** Food & nutrition, food service management, dietetics, family & consumer sciences, nutrition education, culinary arts, business, or a related field.

Hiring Requirements – Less than 500

- For very small local education agencies (less than 500 students), the State agency has discretion to approve the hiring of a director that has a high school diploma but less than three years of experience.
- LEAs must contact the State agency as soon as possible if this situations occurs.

Additional Resources

- More than 450 free or low-cost training resources (<http://professionalstandards.nal.usda.gov/>)
- USDA Tracking Tool (not required)
<http://www.fns.usda.gov/school-meals/professional-standards>
- Online and in-person training resources (free or at low-cost) are available from the Institute of Child Nutrition (<http://www.nfsmi.org/Templates/TemplateDefault.aspx?q=s=cEIEPTU3>)
- Food Safety Training and other resources (<http://www.fns.usda.gov/food-safety/food-safety>)

Final Regulation

- Find the final regulation, questions and answers, and additional information at:
<http://www.fns.usda.gov/school-meals/professional-standards>

Professional Standards Rule

November, 2015

This training credits for 30 minutes of training in **Key Area: Administration 3430**
Training Plans & Tracking

Child & Adult Nutrition Services



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Thank you!

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Child and Adult Nutrition Services**

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